Modernizing our Task Tracking System



Project Title	Modernizing our Task Tracking System
Project Summary	Join the NYC PIH team this summer and put your software and coding knowledge to use by helping us update our Task Tracking System in MS Outlook. You will take the lead in making recommendations and putting them into practice. The experience you will gain will be transferable to any business setting
Country	United States

Project Description

The Office of Public and Indian Housing (PIH) ensures safe, decent, and affordable housing, creates opportunities for residents' self-sufficiency and economic independence, and assures the fiscal integrity of all program participants. There are approximately 1.2 million households living in public housing units, managed by some 3,300 HAs.

This internship is an opportunity to work alongside New York City PIH's creative team on modernizing our task tracking process to strengthen the administration of the program. You will take the lead in exploring possible solutions using MS Outlook that meet the business needs of the program and then collaborating with the team to test and build. The goal is to design a user-friendly process using MS Outlook to help simplify a complex administrative process.

Required Skills or Interests

Skill(s)
Coding
Data analysis
Data visualization
Design thinking
Software development

Additional Information

To apply for this position send your resume directly to Jennifer Smokowski at Jennifer.L.Smokowski@hud.gov Applying to this posting will not count toward your 3 application submissions.

Language Requirements

None